

## Form 2: PT/ILC Reporting Checklist

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PT/ILC Identification:	
Coordinator:	
Date of Completion:	

Ensure that Final Report Contains the Following

Title Page or Introduction	
General Description and title of the ILC	
Names and affiliations of persons involved in design and conduct of PT/ILC	<input type="checkbox"/> Included
Date of issue of the report	<input type="checkbox"/> Included
Report number and clear identification of the PT/ILC	<input type="checkbox"/> Included
Dates (Time period of conduct of test from beginning to end)	<input type="checkbox"/> Included
RMAP group	<input type="checkbox"/> Included
Who	
Reference Laboratory	<input type="checkbox"/> Included
Pivot Laboratory	<input type="checkbox"/> Included
Participants (include address as appropriate)	<input type="checkbox"/> Included
What and Why	
Objectives	<input type="checkbox"/> Included
Parameter, Range, Uncertainty (e.g., mass, 1 kg, best calibration)	<input type="checkbox"/> Included
Clear description of the items or materials used, including, where appropriate, details of sample preparation and homogeneity testing	<input type="checkbox"/> Included
Details of the traceability and uncertainty of assigned values	<input type="checkbox"/> Included
How	
Summary of procedures used to design and implement the scheme (which may include reference to a scheme protocol)	<input type="checkbox"/> Included
Procedures Used	<input type="checkbox"/> Included
Laboratory Equipment Identification (e.g., which balance, which standards, for each lab)	<input type="checkbox"/> Included
Analysis	
Summary of procedure used to establish any assigned value	<input type="checkbox"/> Included
Summary of procedures used to statistically analyze the data	<input type="checkbox"/> Included
Software title and version used in data analysis	<input type="checkbox"/> Included

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Tables & Graphs	
Laboratory test results	<input type="checkbox"/> Included
Statistical data and summaries, including assigned values of Artifact(s), and range of acceptable results	<input type="checkbox"/> Included
Assigned values and summary statistics for test methods/procedures used by other participants (if different methods are used by different participants)	<input type="checkbox"/> Included <input type="checkbox"/> N/A
Tables of data, precision tests, and evaluation data	<input type="checkbox"/> Included
Graphs of data, standard value/uncertainty charges, Youden plots, misc. graphs	<input type="checkbox"/> Included
Conclusions	
Comments on participants' performance by the provider and technical advisors	<input type="checkbox"/> Included
Summarization of Results	<input type="checkbox"/> Included
Recommended follow-up and corrective action (by analyst/by NIST)	<input type="checkbox"/> Included
Comments on any technical difficulties raised by participants	<input type="checkbox"/> Included <input type="checkbox"/> N/A
Evaluation of the responses of participants performing poorly (if feedback is required)	<input type="checkbox"/> Included <input type="checkbox"/> N/A
Advice, where appropriate, on the interpretation of the statistical analysis	<input type="checkbox"/> Included <input type="checkbox"/> N/A

Return to NIST WMD For Archival – Copies and/or originals of:	
Instructions	<input type="checkbox"/> Included
Schedules	<input type="checkbox"/> Included
Datasheets	<input type="checkbox"/> Included
Formal Calibration Report (where requested)	<input type="checkbox"/> Included
Submitted Data	<input type="checkbox"/> Included
Analysis and electronic Documents/spreadsheets	<input type="checkbox"/> Included